

## 12.0. GENERAL RULES.

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#### **Serials Issued in Cumulations**

Some serials issued in cumulations have a publication pattern whereby the individual issues for a certain period are rearranged, corrected, and perhaps expanded and reissued as a cumulation that may or may not have the same title as the individual issues. The contents of the individual issues and the cumulation are basically the same. However, these cumulations should not be confused with other serials that are publications with different frequencies and entirely different contents although the titles may be the same, e.g., an annual publication that gives the total figures for the year but does not include the monthly figures that appeared in the individual monthly issues. Separate records are generally made for these latter publications unless the numbering system ties them together.

Below are some criteria that can be used to determine when separate records should be made for such cumulations.

1) Separate records are generally made if

a) the individual issues and the cumulation have the same title but have different numbering systems, e.g., the individual issues have numeric designations but the cumulation has only a chronological designation.

```
245 00 $a Law book guide.  
362 0# $a Vol. 1, no. 1 (Jan. 1973)-  
      (Monthly, except July and August)
```

```
245 00 $a Law book guide.  
362 0# $a 1973-  
      (Annual)
```

b) the individual issues and the cumulation have different titles and separate numbering systems.

245 00 \$a Index medicus.  
362 0# \$a New ser., v. 1, no. 1 (Jan. 1960)-  
*(Monthly)*

245 00 \$a Cumulated Index medicus.  
362 0# \$a Vol. 1 (1960)-  
*(Annual)*

2) Separate records are generally *not* made if

a) the individual issues and the cumulation have a continuous numbering system; the cumulation may or may not have a different title.

245 00 \$a International nursing index.  
362 0# \$a Vol. 1, no. 1 (Jan. 1966)-  
*(Quarterly; the first three issues called v. 1, no. 1-3; the fourth issue, an annual cumulation, called v. 1, no. 4)*

130 0# \$a Quarterly economic review (European Bank for Reconstruction and Development  
245 00 \$a Quarterly economic review / \$c European Bank for Reconstruction and Development.  
246 1# \$i Year-end issue replaced by: \$a Annual economic review  
310 ## \$a Quarterly  
362 0# \$a June 1992-

b) the individual issues and the cumulation have the same title, have only chronological designations, and the cumulation is published in lieu of the last individual issue.

110 2# \$a Library of Congress.  
245 10 \$a Library of Congress name headings with references.  
362 0# \$a Jan./Mar. 1974-  
*(Quarterly; the first three issues called Jan./Mar. 1974-July/Sept. 1974; the fourth issue, an annual cumulation, called 1974)*

3) Whenever in doubt, prefer separate records.

### **Serials Issued in Parts**

For serials issued in parts, the criteria listed below can be used to determine when separate records are made and when they are not.

1) Separate records are generally made if

a) the individual parts are unnumbered or otherwise undesignated as parts of one serial.

110 2# \$a Singapore Airlines.  
245 10 \$a Annual report. \$p Operating review.

110 2# \$a Singapore Airlines  
245 10 \$a Annual report. \$p Financial report  
*(The operating review and the financial report  
are two parts that make up the airline's  
annual report)*

b) the individual parts have their own numbering system.

245 00 \$a Chemical abstracts. \$p Chemical substance  
index.

362 0# \$a 101 CS1 (Jan.-June 1984)-

245 00 \$a Chemical abstracts. \$p Formula index.

362 0# \$a 101 F1 (July-Dec. 1984)-

245 00 \$a Journal of polymer science. \$n Part A, \$p  
General papers.

362 0# \$a Vol. 1, no. 1 (Jan. 1963)-

245 00 \$a Journal of polymer science. \$n Part B, \$p  
Polymer letters.

362 0# \$a Vol. 1, no. 1 (Jan. 1963)-

c) the parts can be purchased separately.

2) Separate records are generally *not* made if

a) the individual parts do not have a numbering system that relates to the serial as  
a whole.

245 00 \$a U.S. physicians reference listing.

362 0# \$a 1974-

*(Each directory is published in ten volumes  
and a reference volume and numbered v. 1-  
11)*

245 00 \$a Who's who in computers and data processing.

362 0# \$a 1971-

*(Issued in three volumes: v. 1, Systems  
analysts and programmers; v. 2, Data  
processing managers and directors; v. 3, Other  
computer professionals)*

b) the parts have a continuous pagination or enumeration.

245 00 \$a Journal of the Indian Institute of Science.

*(Issued in three sections: Section A = Vol. 59,  
no. 1, 3, 5, 7, 9; Section B = Vol. 59, no. 2, 6,*

10; Section C = Vol. 59, no. 4, 8, 12)

245 00 \$a Inorganica chimica acta.  
(Issued in three sections: Articles and letters  
= Vols. 96-105; Bioinorganic chemistry  
articles and letters = Vols. 106-108; F-block  
elements articles and letters = Vols. 109-110)

- c) the parts cannot be purchased separately.
- d) the parts appear to be designed to be used together.

3) Whenever in doubt, prefer separate records.

### Reprinted Issues of Non-Newspaper Serials

1) Separate records are generally made for reprinted serials if the reprinted issues are published by a publisher not responsible for the original.

2) Separate records are generally not made for reprinted serials if the serial issues are reprinted by the publisher of the original. If these issues carry a different or an additional title, add a note on the record for the original and provide an added entry.

246 1# \$i Some issues reprinted with title: \$a  
Geography research forum

246 1# \$i Some vols. reissued with cover title: \$a  
Amica news bulletins, \$f <1971-1983>

*LC practice.* When the Library of Congress acquires reprinted issues of a serial title to fill in gaps in its holdings of the original, a separate bibliographic record for the reprinted issue(s) will not be created.

See LCRI 1.0 for guidelines about cataloging a reprint of serial issues as a serial or as a monograph. See LCRI 12.0B1 for information about the basis of description for reprints of printed serials.

### Newspapers

*LC practice:* LC's records for U.S. newspapers in microform follow the guidelines of the United States Newspaper Program (USNP). USNP is not required to follow the CONSER practice of creating separate records for U.S. titles in microform, but generally uses the "master record convention" to account for the various physical forms in which a newspaper is held. The bibliographic record describes the newspaper as it was originally published. The physical format, whether original newsprint, microform, or reprint, is described in the Copy Field of the OCLC local data record.

Because the USNP record provides a description only for the newspaper as originally published, 533 fields are not included in the bibliographic record. To fulfill one aspect of its national role, LC will add any important access points related only to a microform to the USNP record justified by a 500 note (because 533 fields are not included). The most likely access point will be the title of the series (830 field) in which the microform is published. The 500 note will be a general one (e.g., "Microform produced by \_\_\_\_\_ published in series: \_\_\_\_\_"); the span of holdings in that series will not be given.

## Loose-Leaf Services

A loose-leaf service is a publication issued in several component parts, often in a combination of updating loose-leaf and bound volumes containing both primary and secondary source material. Sometimes a loose-leaf service is called a reporter.

*LC/PCC practice:* Generally, create only one bibliographic record for the service as a whole; consider the service as a whole to be an integrating resource. In a note, list the component parts in enough detail to identify them. Give any volume designation that is found on a part. Optionally, include numeric or chronological designations of newsletters, bulletins, etc., within the service.

```
500 ## $a The reporter contains binders: Current
developments; Monographs; State solid waste--
Land use; Federal laws; Federal regulations;
State water laws; State air laws; Mining;
Decisions (later published in bound volumes as
Environment reporter. Cases).
```

```
500 ## $a The service is divided into five parts:
Treatise / by Jacob Mertens, Jr., and others
(v., loose-leaf); Code, current volume (loose-
leaf) and bound volumes, 1954-1958-; Code
commentary (v., loose-leaf); Regulations,
current volume (loose-leaf) and bound volumes,
1954-1960- ; Rulings, current volume (loose-
leaf) and bound volumes, 1954-1957-
```

If a component is lacking, give such information in a note.

```
500 ## $a Library of Congress lacks section: Mining. $5
DLC
```

If, by exception, separate records are being created for the component parts, identify each part as an updating loose-leaf, multipart item, etc., and catalog it accordingly. In a note, indicate the relationship to the parent loose-leaf service and give a related work added entry for the loose-leaf service.

### 1) Pamphlets/paperbacks

Current information of temporary or permanent value may be published also in pamphlet or paperback form and be distributed to subscribers of a loose-leaf service as part of the subscription. Such publications are keyed to a section or a service or to several services. In addition to individual,

distinctive titles, they carry also the title of the service and the numbering of a section of the service (usually a supplementary bulletin, to which is added a further distinguishing characteristic such as the words "Extra," "Section 2," etc. (e.g., "Bulletin 35, Extra" or "Report bulletin 24, Volume LIII (Section 2)").

*LC/PCC practice:* Although these publications are often indexed in the service, they are unsuitable for filing into the service. If such a publication is considered of permanent value, create a separate record. Because a pamphlet or paperback may be distributed to more than one service, do not include a note in the bibliographic record indicating a relationship to the loose-leaf service and do not give an added entry for the service.

At first, these publications may appear to be volumes in a monographic series because there is a comprehensive title (the title of the loose-leaf service), a type of numbering, and a volume title. To avoid confusion, create a series-like phrase series authority record; use the titles of the service and of the section of the service in the heading and give instructions for handling the materials in a note.

*series authority record*

```
130 #0 $a Tax ideas. $p Bulletin
667 ## $a A separately numbered section of the loose-leaf
      service "Tax ideas." Bulletins issued in loose-
      leaf format are filed as a section of the
      parent loose-leaf. Catalog separately any
      material published in pamphlet or paperback
      form that carries the additional designation
      "Section 2;" do not indicate a relationship to
      the parent loose-leaf and do not give an added
      entry for the parent loose-leaf.
```

2) *Sections with independent numeric or chronological designations: bulletins, newsletters, etc.*

Latest developments in a particular field are often reported and analyzed in special sections of a loose-leaf. These sections are typically called Bulletin, Newsletter, Report bulletin, Report, etc., and are for the most part indexed in the loose-leaf. They carry a numeric or chronological designation of their own. Information of permanent value from these sections is often later included in the main text and old issues can be periodically discarded or transferred.

*LC/PCC practice:* Do not create a separate record for such a section. Instead, on the bibliographic record for the updating loose-leaf, give a note explaining the inclusion of any separately numbered and separately titled section. Give an appropriate added entry for the section.

```
500 ## $a Includes separately numbered section: Report
      bulletin.
500 ## $a Includes separately numbered bulletin: Criminal
      law advocacy reporter.
```

3) *Transfer volumes*

A transfer volume is a bibliographic unit containing material of a permanent nature originally issued as a section or binder of a loose-leaf service. The material is transferred from the loose-leaf mode by one of the following methods: the material is reissued by the publisher in bound form and sent to the subscriber as part of a subscription or made available for separate purchase; the material is transferred from the original loose-leaf mode to permanent binders (sometimes supplied by the publisher) or bound separately by the subscriber.

*LC/PCC practice:* Generally, do not create a separate bibliographic record for the transfer material. Instead, on the bibliographic record for the updating loose-leaf, give a note explaining the inclusion of transfer material of permanent value. If the transfer section has a title of its own or acquires a title of its own in its transferred/bound stage, cite the title in the note and give an added entry.

```
500 ## $a Material of permanent value is removed  
periodically and bound in separate volume.
```

```
500 ## $a Material of permanent value is transferred from  
time to time to storage binders.
```

```
500 ## $a Prebound, separately numbered volumes with  
title Administrative law decisions, containing  
reports of decisions of the Administrative  
Appeals Tribunal, periodically replace the  
reports and decisions in the section entitled  
Administrative law decisions.
```

If a separate bibliographic record is created for the transfer material, include a note explaining the relationship to the updating loose-leaf.

```
245 00 $a Environment reporter. $p Cases.  
500 ## $a These volumes replace the opinions published  
in loose-leaf format in the "Decisions" binder  
of Environment reporter.
```

## Change in Issuance

For LC practice when a monograph or serial becomes an integrating resource, an integrating resource becomes a serial, etc., see LCRI 1.0.

## Modifying Pre-December 2002 Records for Updating Loose-leafs

*LC practice:*

The extent to which records for updating loose-leafs created before the 2002 Revision of AACR2 was implemented at LC on Dec. 1, 2002, depends upon LC's decision on filing updates into those bibliographic resources.

If LC doesn't file updates, follow the guidelines below.

If the main entry and/or title proper changes on a current iteration, change the description and give a note and added entry for the earlier main entry and/or title proper. This modification of the bibliographic record is necessary to insure identification of the resource in the future.

If other data elements change, do not modify the bibliographic record.

If LC does file updates, change the description to reflect the latest iteration according to the rules in chapter 12. Give notes and added entries for changes if considered important. Insure that all name and series headings are in AACR2 form and are represented by authority records. Change the record as appropriate to follow current MARC 21 practice.